

INFORMATION ONLY

Project No: _____-PA-_____



Neighborhood Involvement Packet

Neighborhood Involvement is required for all General Plan, Conditional Use Permits (including Municipal Use Master Site Permits), Abandonments, Development Review Board, and Board of Adjustment cases. If you are rezoning a property, this is not the correct packet. Please obtain a copy of the Citizen Review Packet.

If you have questions, please contact:

Name: _____

Ph No: _____ (480) 312-_____

Note: You are required to return this packet to your Project Coordinator with your Neighborhood Involvement Report.

Neighborhood Involvement Requirements

(Complete the following marked items prior to submitting your application.)

A. ☐ You are required to provide information about of your project by:

- ☐ 1st Class Letter or Postcard
- ☐ In Person
- ☐ Phone call
- ☐ Certified Mail

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To the following parties:

- ☐ Property owners and HOAs within 300'
- ☐ Property owners and HOAs within 750'
- ☐ Adjacent property owners/ tenants/HOAs
- ☐ School District
- ☐ Interested party list provided by Project Coordinator

Project Notification shall include the following information:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Site plan
- City and Applicant contact names and phone numbers
- Any scheduled open house(s) *-including time, date, and location*

B. ☐ You are required to post a 'Project Under Consideration' Sign on the site.

Note: Posting requirements are outlined in the attached Project 'Under Consideration Sign Posting Requirements' handout.

- ☐ Post sign 10 calendar days prior to your Open House Meeting.

-OR-

- ☐ Post sign 10 calendar days prior to your formal application submittal.

Include the following information on sign:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Open House time(s), date(s), and place(s)
- City and Applicant contact names and phone numbers

C. ☐ You are required to hold at least _____ Open House Meeting(s).

Provide open house date, time, and location to Project Coordinator
at least 14 calendar days prior to the meeting.

D. ☐ You are required to submit a Neighborhood Involvement Report to your Project Coordinator with your application – See other side for more information.

What to Include In Your Neighborhood Involvement Report

You are required to provide all of the checked items in a report, which is submitted with your formal submittal to your Project Coordinator.

- A.** Submit either the original, or a copy of the this marked Neighborhood Involvement Packet.
- B.** Document your Project Notification efforts to the Project Coordinator as follows:
- ☐ Provide copy of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
 - ☐ Provide the dates contacted, and the number of times contacted.
 - ☐ Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
 - ☐ Provide originals of all comments, letters, and correspondence received.
 - ☐ Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
 - ☐ Provide a map showing where notified neighbors are located.
 - ☐ Provide affidavit(s) of mailing(s).
- C.** Verify the "Project Under Review" Sign Posting as follows:
- ☐ Provide affidavit of posting.
 - ☐ Pictures of sign, which are date and time stamped.
- D.** Document the Open House Meeting(s) as follows:
- ☐ List dates, times, and locations of open house meeting(s).
 - ☐ List dates, times, and locations of any follow-up with interested parties.
 - ☐ Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
 - ☐ List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.

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Affidavit of Posting

Required: Signed, Notarized originals.

Recommended: E-mail copy to your project coordinator.

☐ Project Under Consideration Sign (White)

☐ Public Hearing Notice Sign (Red)

Case Number: _____

Project Name: _____

Location: _____

Site Posting Date: _____

Applicant Name: _____

Sign Company Name: _____

Phone Number: _____

I confirm that the site has been posted as indicated by the Project Manager for the case as listed above.

Applicant Signature

Date

Return completed original notarized affidavit AND pictures to the Current Planning Office no later than 14 days after your application submittal.

Acknowledged before me this the _____ day of _____ 20____

Notary Public

My commission expires: _____

City of Scottsdale -- Current Planning Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088